

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> SR ADMINISTRATOR ASSISTANT BUILDING OFFICIAL-PK		<b>Date:</b> 01/27/2005
<b>Position Level:</b> 11	<b>FLSA Status:</b> Exempt	<b>Class Code:</b> 11-6

### GENERAL DESCRIPTION

Primary function is to assist the Building Official in directing, managing, supervising and coordinating the activities and operations of the Upper Keys Building Department office, and to perform plans examination to ensure compliance with the various codes, ordinances and regulations governing construction and maintenance of commercial and residential buildings, structures and facilities.

### KEY RESPONSIBILITIES

1. \* Review all building permit application files, prior to issuance, for the appropriate approvals from the assigned reviewers for compliance with the appropriate codes and regulations prior to final approval and issuance.
  2. \* Analyze each permit application for compliance of Codes, Regulations, policies for the County, State and Federal Agencies including the review of architectural and structural engineering plans and supporting documents for compliance with codes, ordinances and related laws and regulations.
  - 3.\* Performs Administrative duties which consist of supervising employees, prepares evaluations, approves time sheets, trains new employees, coordinates workloads and responsible for the daily deposits.
  4. \* Confers with contractors, architects, engineers, property owners and others regarding compliance with and interpretation of building, handicap, energy and various other codes and ordinances being enforced by the county.
  - 5.\* Calculates square footage for building permit fees, radon surcharge and contractor recovery fees.
  6. \*Provides assistance to the general public on requirements for applying for construction or alteration permits and the related fees.
  7. Informs inspection staff of new changes in the Codes and Regulations.
  8. Reconciles difficult situations sometimes involving upset citizens and Contractors.
- \* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> SR. ADMINISTRATOR/ASST. BLDG. OFF. -PK	<b>Date:</b> 01/27/05
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Bachelor's Degree required. A combination of education and experience may be substituted for the formal education requirement.
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Minimum requirement: Must possess Standard Plan Examiner certification and be qualified to obtain a Provisional Building Code Administrators License issued by the State of Florida within 90 days. A Standard Building Code Administrators License will be required within one year of employment.

<b>APPROVALS</b>		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with  
Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_